Job Family

Academic Affairs

Academic Counseling

Admissions

Academic and Student Services

Counseling Placement/Services

Employer Engagement

Student Life

Student Financial Services

Human Resources

Administration

Administration Manager

Administrative Assistant

Grant Administration

Biostatistical Project Manager

Advancement

Development

Athletics

Strength and Conditioning

Fund Operations

Campus Safety

Building Control Center

Dental Health

Dental Laboratory

External Affairs

Community Relations

Federal Relations

Facilities Services

Facilities Manager

Control Center Technician

Financial Services

Financial Aid

Human Resources

Human Resources Administration

Human Resources Finance

Human Resources HR Business Partner

Human Resources HR Service Center

Subcategory

Typically includes jobs that support university-wide academic programs, promote campus initiative, and facilitate the collaboration of the schools and colleges at the University to strengthen the student experience.

Typically includes jobs in counseling students on academic program policies and issues. Activities may include monitoring student academic progress, scheduling issues and assisting students in making appropriate educational choices and decisions. May conduct information interviews and provide career advice.

Typically includes jobs involved in the admissions/enrollment function. Typical activities include developing and implementing programs for student outreach, recruitment, and admissions for the University within appropriate constituents and communities; and educating the public about admissions requirements, policies, and procedures.

Typically includes jobs that provide workshops on career-related topics, resume and cover letter reviews, mock interviews, individual career counseling sessions, and internship or job search strategies. May help students navigate all aspects of career development including exploring major options, building résumés, job interviews, job search, and preparation for graduate study.

Typically includes jobs that focus on recruiting employees for undergraduate and/or graduate employment and professional development opportunities. May also prepare students for their job search and interviews.

Typically includes jobs that contribute to the religious and spiritual needs of students.

Typically includes jobs involved in counseling students on academic program policies and issues. Activities may include monitoring student academic progress, scheduling issues and assisting students in making appropriate educational choices and decisions. May conduct information interviews and provide career advice.

Typically includes jobs that provide opportunities to meet internship goals for recruitment, retention, and service. Provide support to students and their families in making decisions related to the financial aid application and eligibility process, financing alternatives, and other financial assistance issues.

Administrative Assistant

Typically includes jobs providing a broad complement of administrative support critical to the operations of a department or unit. Typical activities include two or more of the following: document processing, scheduling and coordinating meetings, maintaining/handling expense reports, performing basic recordkeeping and research in Excel, and preparing correspondence and emails on behalf of professional and management staff.

Typically includes jobs that manage the activities and staff involved in developing and maintaining human resources activities, policies, and procedures for one or more subfields within the human resources job family.

Typically includes jobs involved in performing and managing the daily operation of an academic or clinical department within a school or college primarily in the areas of human resources, compensation, financial, budgetary controls, purchasing, and support services management. May develop and evaluate operating policies and procedures. May be responsible for long- and short-range strategic planning in determining and directing all activities of multiple specialty departments through subordinate management staff.

Typically includes jobs that require a broad knowledge in providing business analyses to help decision-making.

Grant Administration

Typically includes jobs responsible for pre- and post-award grants and contract administration functions. Typical activities include regular monitoring of grants and contracts for principal investigators to ensure expenses are being paid according to contract, interpreting regulations and guidelines of program funding grants and contracts, preparing, reviewing and processing requests for grant agencies, authorizing and releasing grant and award distributions, terms and conditions, negotiating and approving the terms, and tracking/maintaining contract and grant awards.

Biostatistical Project Manager

Typically includes jobs that process research data related to clinical trials. Provides input to the project team on the analysis and interpretation of clinical trial results. Analyzes clinical trial data to detect trends and recognize patterns. Generates statistical reports to assess the impact of various factors on the results of the clinical trial.

Advancement

Typically includes jobs involved in establishing relationships with external parties to support University initiatives. Cultivating alumni and corporate relationships.

Development

Typically includes jobs involved in the maintenance, distribution, and/or purchase of athletic equipment.

Athletics

Strength and Conditioning

Fund Operations

Typically includes jobs involved in the design, development, implementation, and oversight of sport-specific strength and conditioning programs.

Typically includes jobs involved in the recruitment, selection, and retention of student athletes.

Campus Safety

Building Control Center

Typically includes jobs that monitor, adjust, and maintain a comfortable and safe environment through the facilities' Building Automation Systems (BAS) and customer interaction. Provides or oversees initial response to alarms as conditions as relaxed through the BAS. Responsible for both dispatching appropriate personnel and troubleshooting applicable systems through the BAS for probable cause and possible remote intervention and providing all required documentation. May require specific training.

Dental Health

Typically includes jobs of specialty trained and licensed healthcare workers (dental assistant, dental hygienist, surgical dental assistant) who provide direct support to dental providers and students in the delivery of oral health care. Typical activities for a dental assistant/surgical dental assistant include set up and break down of dental instruments and materials, take and process x-rays, mix and prepare materials for fillings, conduct post-operative and post-treatment procedures, and sterilize instruments and equipment. Job activities for a dental hygienist are set up and break down instruments, take and process x-rays, complete dental cleaning to remove deposits and stains from teeth and beneath gum line, conduct examination of oral cavity for signs of oral, facial, or head, and conduct interventions and patient care.

Dental Laboratory

Typically includes jobs responsible for the fabrication of a variety of products related to restorative dentistry (crowns, dentures) and prosthetics in the provision of oral health care.

Facilities Services

Typically includes positions that are responsible to provide appropriate Lone Bear CA training and familiarization for pre-bid students and possible residents. May also be responsible for maintaining OET training and coordinating repair, maintenance, and coordination efforts.

Control Center Technician

Typically includes jobs that monitor, adjust and maintain the environment of the facilities Building Automation Systems (BAS) and customer interaction. Provides or oversees initial response to alarms as conditions as relaxed through the BAS. Responsible for both dispatching appropriate personnel and troubleshooting applicable systems through the BAS for probable cause and possible remote intervention and providing all required documentation. May require specific training.

Financial Services

Financial Aid

Typically includes jobs responsible for maintaining and performing in financial accounting activities, including financial transaction-posting standards, control and reconciliation of accounts and records, cost accounting, and accounting reports and schedules for both internal and external audiences.

Budget

Typically includes jobs that are responsible for providing operating and accounting reports to facilitate the day-to-day operations of providing campus safety. Analyzes information regarding campus safety operating policies and procedures and is responsible for long- and short-range strategic planning in determining the direction of campus safety. Manages budgets, staffing, and personnel matters. Management of staff may include oversight of multispecialty departments.

Financial Aid

Typically includes jobs involved in the award process in efforts to meet University goals for recruitment, retention, and service. Provides support to students and their families in making decisions related to the financial aid application and eligibility process, financing alternatives, and other financial assistance issues.

Human Resources

Human Resources HR Business Partner

Typically includes jobs that provide critical employee services to the University by the HR Business Partner. Provides information to the employee, responds to employee inquiries, and makes referrals to the applicable HR service center.

Human Resources HR Service Center

Typically includes jobs that provide timely, accurate, and responsive services to faculty and staff on matters of inboarding, benefits enrollment and administration, timekeeping, leaves, employment verification, unemployment, SAP transactions (transfers, changes of schedule, pay changes, etc.), employee records, HR forms, and general HR policy information.
Job Family: Information Services & Technology
Subfamily: Applications
Typically includes jobs that facilitate, structure, and encourage knowledge-sharing within the organization, between IS&T and BU technology service partners, and between all technology service providers and the BU community including policies, procedures, and technical documentation to the specialized knowledge of staff members, project and client technical tools, support, and training.

Subfamily: Networks
Typically includes jobs that require the planning, designing, and implementation of network systems.

Subfamily: Project Management
Typically includes jobs that manage technical project teams and delivery of projects including requirements gathering, project planning, resource management, and issue resolution.

Institutional Compliance
Typically includes jobs that plan and manage the information systems and applications that support all HR functions. Assess HR technology and information needs, recommend upgrades or new systems, develops specifications, establishes data integrity/security/protocols, implement/maintain systems, develops reports, trains users, and performs ongoing management.

Typically includes jobs that plan, organize, and manage administrative staff support and planning for meetings, conferences, trade shows, and/or seminars, with respect to budgets, speakers, facilities, technology, equipment, logistical requirements, and other external related issues. Evaluates budgets and contractual provisions to determine feasibility, appropriateness, and suitability of space and how people will access the space.

Typically includes jobs that represent the children's center at Boston University and its development, social, emotionally, cognitively, and physically.